



OFFICE OF
GREEN COUNTY CLERK
1016 16TH AVENUE
GREEN COUNTY COURTHOUSE
MONROE, WISCONSIN 53566
P: 608-328-9430 F: 608-328-2835

Position Opening

The Green County Clerk's office is accepting applications for a full-time (37.5 hours/week) Office Associate. This position involves a variety of routine and complex clerical, administrative, bookkeeping work in the administration of the County Clerk's office. Assists in keeping the office functioning at the highest level of efficiency and accuracy as possible. Provides support in the County Clerk's office and also for the Green County Board of Supervisors. Requires independence in implementing personal and procedural control over specific programs. Must be able to work independently and on occasion be able to travel.

QUALIFICATIONS

EDUCATION and/or EXPERIENCE

High school diploma or GED and 2-3 years related experience and/or training, Associate's Degree preferred.

REQUIRED SKILLS

- Ability to communicate effectively and professionally with Green County citizens, clientele, employees, and officials
- Ability to read and interpret various types of documents and write routine reports and correspondence
- Ability to add, subtract, multiply, and divide in all units of measure
- Ability to work independently in the absence of office staff and carry out instructions in written and oral form
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

CERTIFICATES, LICENSES, REGISTRATIONS

Will be required to become a work permit officer and notary public. Will be required to issue marriage licenses through the State of Wisconsin Vital Records and work with State Elections Commission within the scope of employment. Will be required to maintain the county's website through the State's Local Government Administration. Microsoft Office certification preferred.

COMPENSATION AND BENEFITS:

Pay range \$17.62-\$19.56/hour, based on experience. Green County offers a competitive benefits package that includes ETF Health Insurance plan, Wisconsin Retirement System, voluntary dental, vision, short and long-term disability, life insurance, flex spending, deferred compensation; and benefited time off in the form of vacation, sick, personal days, and 9 observed holidays

APPLICATION: An application can be found on the Green County Website at <https://www.co.green.wi.gov> under Employment Opportunities or picked up in person at the Green County Clerk's Office located at 1016 16th Avenue. Applications due June 26, 2020.

AA/EEO An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission to or access or treatment of employment or in its programs, services, or activities. Green County requires a drug screening and a physical exam as part of its employment process.